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WITH *Meeting*
(Minutes)

MINUTES

DD/S STAFF MEETING

19 November 1968 - 1030 Hours

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3. Legislative Program of 91st Congress

[] said that the Legislative Counsel has asked for suggestions for new legislation or amendments to existing legislation which we feel would facilitate the discharge of responsibilities. Brief descriptions of the nature and objectives of proposed legislation should be forwarded to the Office of the DD/S no later than 4 December 1968.

4. Note of Appreciation []

Mr. Bannerman commented on the staff party that had been held for [] and read a note from Harry expressing his appreciation to the Office Heads for the cooperation which they had provided him during his tour of duty on the staff.

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5. Noon-time Films in Rosslyn

Mr. Bannerman noted that this subject had been discussed before and with the large population now based in Rosslyn we should proceed with plans to try out a noon film schedule. He also commented on a rumor that a petition was being circulated by Rosslyn employees on this subject, and pointed out that petitions are not necessary, this is not the way we operate, and word should be passed to discontinue this practice.

6. Support CT Class

Mr. Bannerman said that he had recently talked to the Support CT class, which he thought to be a good class with sharp students, and got some good questions. The students are interested and want assurances that they will get meaningful assignments. Mr. Bannerman assured them that they will get these assignments and that he would follow up. He wishes each Office Head to personally take a look at job assignments proposed for these people.

7. Welcome []

The DD/S welcomed [] and noted that he will replace [] on the staff. He also spoke briefly on the reorganization of staff responsibility for the functional offices, noting that [] will be almost entirely engaged in the budget area.

8. Communications Center for President-Elect

Mr. Bannerman outlined the steps that have been taken to provide a center in New York for handling material for Mr. Nixon. This should be in operation Wednesday a.m.

9. Around the Table

a. []

Will be leaving 5 December for a trip [] and solicited any business that he might undertake for Support Offices.

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b. Mr. Wattles:

A study on Quality Step Increases for FY 1964 through 1968 has been completed. Among the findings were that QSI's are used more frequently at the GS-7 level but that there is substantial usage at the GS-13 (three per 100 employees per year), 14 and 15 levels. In the first six months of FY 1968 the Support Directorate was granting QSI's at a rate of 1.5 per 100 employees. By offices these ranged from the Office of Medical Services with 2.7/100 to the Office of Finance with .4/100. Agency usage is 1.4/100 with the DD/S&T having a rate of 2.6/100. Mr. Bannerman commented that QSI's are a good and useful management tool and that Office Heads should consider the possibility of making more use of these to reward outstanding employees.

c.

Dr. Tietjen will be returning from his world trip on Saturday.

d. Mr. Richardson:

The JCS-DIA two-day Project USEFUL Program begins tomorrow for 53 officers.

e. Mr. Bush:

f. Mr. Meloon:

The new road into West Parking Lot will open tomorrow.

Safety glass for the Ames Building is now scheduled for delivery about 2 December and will take approximately two weeks to install.

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Work on the protective grill for the front entrance of the Headquarters Building is progressing.

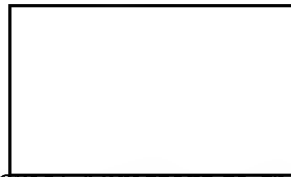
10. Headquarters Notices

Mr. Bannerman commented that offices preparing Headquarters Notices for publication should write them with short sentences in plain English so that they may be easily understood by all employees.

11. Special SIPS Program for FE Division

DD/S referred to a briefing of 18 November on a special program to serve FE Division stations, and commented that it looks good to him. This may well serve as a model for future programs to service overseas areas.

12. The meeting adjourned at 1115 hours.



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Special Assistant to the
Deputy Director for Support

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